

# Memorandum

To: DISTRICT/REGION DIVISION CHIEFS – Right of Way  
DISTRICT/REGION DIVISION SURVEYS AND  
R/W ENGINEERING MANAGERS

Date: August 26, 1998


File: APPRAISALS  
General


From: DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY PROGRAM  
Mail Station 37

Subject: Metric Policy for Appraisal Maps

As a result of the consensus reached at the last Right of Way Management Board meeting with R/W Engineering and the subsequent concurrence by Bob Buckley, Program Manager Design and Local Programs, and Jerry Champa, Caltrans Metric Coordinator, the following metric policies regarding appraisal maps are to be immediately implemented. Statements 1 and 2 reaffirm current policy as outlined in the memorandum dated December 21, 1994, from G. V. Hood to the District Division Chiefs, Right of Way. Statements 3 and 4 slightly modify current policy to aid Caltrans' right of way acquisition efforts. The 1994 policy memorandum will be reissued and will add items 3 and 4 below.

1. Only metric units are to be used on Appraisal Maps. The only exceptions are those specifically noted below and as stated in the referenced policy memorandum.
2. A metric to English conversion statement is to be included on each map (see referenced memorandum for statement).
3. A metric/English bar scale is to be included on each map. (ESC, Geometronics Branch will develop and distribute a standard MicroStation cell.)
4. The "required," "remainder," "total," and "excess" areas are to be shown in both metric and English units, for each parcel, in the appraisal map vestee block without the recording information columns. When the subsequent R/W Record Map is developed, the vestee block English unit columns are to be deleted and replaced with the recording information columns; i.e., the R/W Record Map shall not contain English unit areas. (ESC, Geometronics Branch will develop and distribute a standard vestee block format.)

  
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c: RBuckley, AGlen, JChampa, LFenske, R/W Branch Chiefs, DRWEs